

Garage

DESCRIPTION OF MAJOR SERVICES

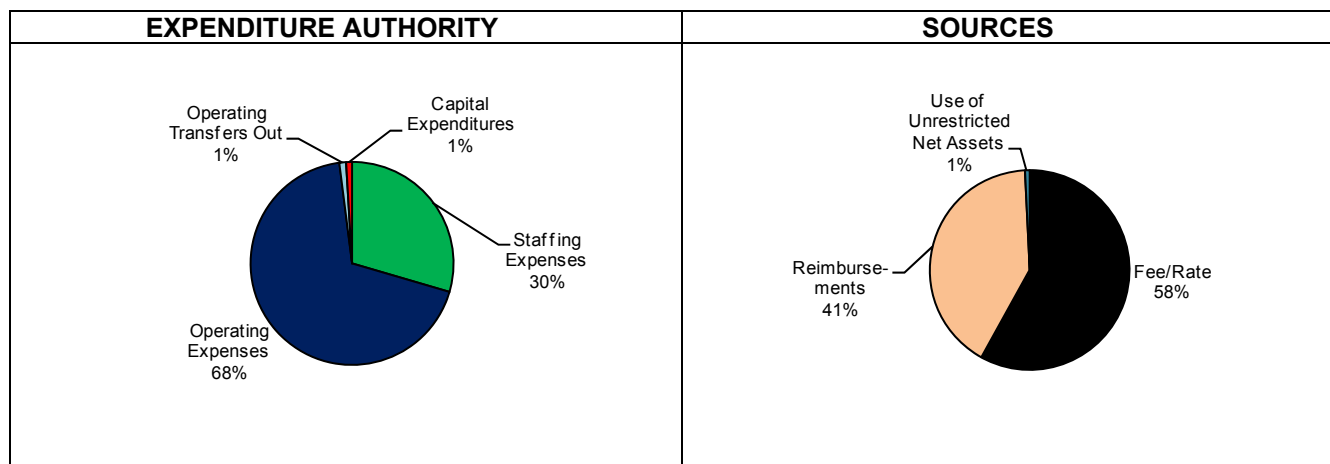
Fleet Management's Garage Division provides fuel, maintenance, repair, fabrication, generator services and emergency field services for the County's fleet of vehicles and heavy equipment.

The Garage budget unit is an internal service fund (ISF). All operational costs of the Garage Division are funded through Board of Supervisor approved rates. As an ISF, any unrestricted net assets available at the end of fiscal year are carried over to the next fiscal year to provide working capital, fund the replacement of fixed assets and fund capital improvements. Any excess/shortage is incorporated into rate structure during the annual rate review process.

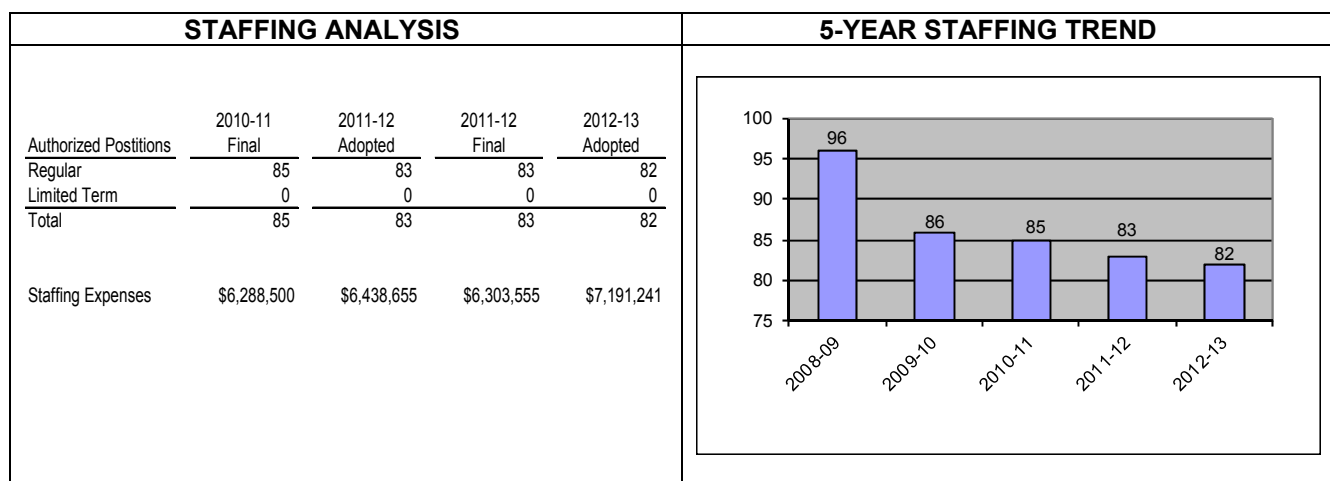
Budget at a Glance

| | |
|-----------------------------------|--------------|
| Total Expenditure Authority | \$24,354,224 |
| Total Sources | \$24,170,997 |
| Net Budget | (\$183,227) |
| Estimated Unrestricted Net Assets | \$1,250,000 |
| Use of Unrestricted Net Assets | \$183,227 |
| Total Staff | 82 |

2012-13 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Fleet Management
FUND: Garage

BUDGET UNIT: ICB VHS
FUNCTION: General
ACTIVITY: Other General

| | 2008-09 Actual | 2009-10 Actual | 2010-11 Actual | 2011-12 Actual | 2011-12 Final Budget | 2012-13 Adopted Budget | Change From 2011-12 Final Budget |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|----------------------------|------------------------------|---|
| Appropriation | | | | | | | |
| Staffing Expenses | 6,687,510 | 6,465,592 | 6,288,472 | 6,303,544 | 6,303,555 | 7,191,241 | 887,686 |
| Operating Expenses | 13,376,836 | 12,541,746 | 14,205,213 | 16,076,451 | 16,355,971 | 16,673,274 | 317,303 |
| Capital Expenditures | 37,048 | 31,447 | 5,040 | 31,626 | 49,800 | 229,000 | 179,200 |
| Contingencies | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Exp Authority | 20,101,394 | 19,038,785 | 20,498,725 | 22,411,621 | 22,709,326 | 24,093,515 | 1,384,189 |
| Reimbursements | (9,153,148) | (8,771,686) | (8,174,669) | (8,996,787) | (8,996,326) | (10,026,197) | (1,029,871) |
| Total Appropriation | 10,948,246 | 10,267,099 | 12,324,056 | 13,414,834 | 13,713,000 | 14,067,318 | 354,318 |
| Operating Transfers Out | 102,800 | 187,649 | 176,494 | 38,291 | 38,300 | 260,709 | 222,409 |
| Total Requirements | 11,051,046 | 10,454,748 | 12,500,550 | 13,453,125 | 13,751,300 | 14,328,027 | 576,727 |
| Departmental Revenue | | | | | | | |
| Taxes | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Realignment | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| State, Fed or Gov't Aid | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fee/Rate | 11,914,511 | 10,978,458 | 11,750,728 | 13,198,426 | 13,198,200 | 14,137,300 | 939,100 |
| Other Revenue | 105,675 | 36,504 | 81,259 | 53,940 | 397,400 | 7,500 | (389,900) |
| Total Revenue | 12,020,186 | 11,014,962 | 11,831,987 | 13,252,366 | 13,595,600 | 14,144,800 | 549,200 |
| Operating Transfers In | 0 | 0 | 0 | 386,565 | 386,565 | 0 | (386,565) |
| Total Financing Sources | 12,020,186 | 11,014,962 | 11,831,987 | 13,638,931 | 13,982,165 | 14,144,800 | 162,635 |
| Net Budget | 969,140 | 560,214 | (668,563) | 185,806 | 230,865 | (183,227) | (414,092) |
| Budgeted Staffing | | | | | 83 | 82 | (1) |

BUDGET CHANGES AND OPERATIONAL IMPACT

Major changes for the Garage budget unit include an increase in staffing expenses of \$887,686 due primarily to the elimination of the work schedule reduction for San Bernardino Public Employees Association (SBPEA) - represented employees, increases in negotiated salary and benefit costs, and continued budgeting of various vacant positions which are anticipated to be filled in 2012-13. Additionally, operating expenses are increasing by \$317,303 due primarily to increased demand and costs of fuel.

Decreases in operating transfers in of \$386,565, offset by increased reimbursements, results from reclassification of the emergency fuel provision for departments providing emergency services. Increases in staffing and operating expenses are offset by increases in rate revenue and reimbursements totaling \$1,968,971.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Operating expenses make up the majority of the Department's expenditures within this budget unit. These expenses include \$10.5 million for the purchase of fuel, \$3.3 million for the purchase of automotive parts and sublet services and \$0.9 million for intra-fund charges for maintenance and repairs.

Departmental revenue of \$14,144,800 primarily represents reimbursements from other County departments and outside agencies for fuel supplied and vehicles' maintenance and repair services.

STAFFING CHANGES AND OPERATIONAL IMPACT

The 2012-13 budget includes the deletion of 1 vacant Automated Systems Analyst II. The function of the deleted Automated Systems Analyst II is now provided through Information Services Department (ISD).

Current strategy is to maintain staffing at its current levels in order to match the total billable hours target to the current demand for vehicle maintenance and repair. As the demand for services increases, the Department will consider filling positions on an as needed basis.



2012-13 POSITION SUMMARY

| Division | Regular | Limited Term | Total | Filled | Vacant | New | Total |
|----------------|---------|--------------|-------|--------|--------|-----|-------|
| Administration | 7 | 0 | 7 | 7 | 0 | 0 | 7 |
| Light Duty | 38 | 0 | 38 | 31 | 6 | 1 | 38 |
| Fuel/ Security | 6 | 0 | 6 | 5 | 1 | 0 | 6 |
| Heavy Duty | 24 | 0 | 24 | 20 | 4 | 0 | 24 |
| Parts | 7 | 0 | 7 | 6 | 1 | 0 | 7 |
| Total | 82 | 0 | 82 | 69 | 12 | 1 | 82 |

| Administration | | Heavy Duty | | Light Duty | |
|-----------------------|------------------------------|-----------------------|----------------------------------|-----------------------|----------------------------------|
| <u>Classification</u> | | <u>Classification</u> | | <u>Classification</u> | |
| 1 | Director of Fleet Management | 1 | Motor Fleet Maint Superintendent | 1 | Motor Fleet Maint Superintendent |
| 1 | Executive Secretary II | 2 | Motor Fleet Shop Supervisor | 2 | Motor Fleet Shop Supervisor |
| 1 | Staff Analyst II | 1 | Motor Fleet Mechanic II | 7 | Motor Fleet Mechanic II |
| 1 | Motor Fleet Shop Supervisor | 17 | Motor Fleet Mechanic I | 15 | Motor Fleet Mechanic I |
| 1 | Fiscal Specialist | 2 | Mechanics Assistant | 1 | Garage Service Writer |
| 1 | Payroll Specialist | 1 | Equipment Services Specialist I | 6 | Mechanics Assistant |
| 1 | Office Assistant III | 24 | Total | 3 | Equipment Services Specialist I |
| 7 | Total | | | 3 | Motor Pool Assistant |
| | | | | 38 | Total |
| | | Parts | | Fuel/Security | |
| | | <u>Classification</u> | | <u>Classification</u> | |
| | | 1 | Equipment Parts Supervisor | 1 | Fuel and Security Supervisor |
| | | 4 | Equipment Parts Specialist I | 2 | Equipment Services Specialist II |
| | | 1 | Stores Specialist | 2 | Equipment Services Specialist I |
| | | 1 | Storekeeper | 1 | Garage Services Assistant |
| | | 7 | Total | 6 | Total |

